



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

HUMAN RESOURCES ACCEPTABLE USE OF TECHNOLOGY - 413

Rationale

The CISKD supports the use of information technology systems for the delivery of educational programs and the business operations of the schools of CISKD. The Board of Directors of CISKD is committed to providing accessible, secure, and reliable information technology environment for employees, students, and limited guest use for the purposes of teaching, learning and administration. The CISKD Board requires acceptable, ethical, responsible, and legal use of all school technology by users. Such use will be consistent with this policy and other policies of CISKD.

Policy

The Board of CISKD acknowledges that the need to protect the integrity of the school and working environment and the safety, security and privacy of students, staff, volunteers, and guests is of paramount importance.

The Board of CISKD has prepared this policy to reflect the evolving nature of technology, however, due to continuous change in technology, this policy and its regulations are to be reviewed on an annual basis.

The Acceptable Use of Technology policy and related regulations applies to all students, employees, volunteers, and guests.

Procedure

1. Definitions

- a. "CISKD Technology" means any electronic device, service or system including but not limited to computers, cell phones, cameras, email and voice services, school networks, etc. owned and/or operated by the CISKD, including but not limited to the CISKD network, servers, information system and email whether accessed through a CISKD owned device or a personally owned device.
- b. "Internet" means the computer network systems connecting electronic devices all over the world through which individual subscribers can interact and share information.
- c. "User" means all students, employees, council members, volunteers, parents, and the community using CISKD Technology that is connected with any school of CISKD, the central office of CISKD or school related activities, including off-campus activity if such activities have a connection to the schools or central office of CISKD.

2. Responsibilities

This Acceptable Use of Technology policy and related regulations apply to all students, employees, LSC council members, volunteers and guests.

3. Access



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- a. CISKD expects that the use of CISKD Technology will occur in appropriate, ethical, responsible and legal manner for the purpose of supporting educational programs and administrative services.
- b. Any User who breaches this policy or otherwise engages in inappropriate use of CISKD Technology may be subject to sanctions including the restriction of their ability to access and use CISKD Technology and in the case of students or employees may be subject to disciplinary action.
- c. CISKD may block access or remove files that are in violations of this policy or any other CISKD Policy or local policies of the schools of CISKD.
- d. All Users must complete an annual technology acceptable agreement.

4. Usage

- a. Users are responsible for all use of their accounts on the technology systems of the schools of CISKD and their networks. They must keep their password confidential. Account holders must not distribute other User's identification or password or reveal other User's personal information.
- b. The technology of the schools of CISKD is not to be used for personal use by employees during scheduled hours of work, other than during break periods.
- c. Any use by employees or students of CISKD Technology during personal time for non-school related purposes must be appropriate and comply with this policy and all other CISKD policies, standards, and expectations.
- d. CISKD is not responsible for the loss of any personal data, or any other information created or stored using CISKD Technology.
- e. Prohibited Uses of CISKD Technology include, but are not limited to:
 - transmitting any materials in violation of Canadian laws.
 - receiving, viewing, duplicating, storing, or transmitting pornographic materials.
 - transmitting or posting threatening, abusive, or obscene messages or materials;
 - duplicating, storing, or transmitting any material that contravenes the Copyright Act; installing or reproducing unauthorized or unlicensed software or CISKD resources.
 - sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities.
 - participating in online gambling sites.
 - utilizing applications to facilitate the downloading or exchange of music, movies, games, or other materials in contravention of the Copyright Act.
 - forging any document or message; obscuring the origin of any message, transmission, or file;
 - using programs that harass users, prevent access, investigate, or infiltrate computer systems or software components; and
 - promoting commercial uses or product advertising

5. Privacy



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CISKD has the right to monitor any network activity in order to maintain both the operation and appropriate function of CISKD Technology.

6. *Use of Technology Etiquette*

- a. All Users are expected to conduct communications using CISKD Technology in a courteous, respectful, and otherwise appropriate manner consistent with CISKD and local school policies, and the guidelines and expectations outlined in the school codes of conduct.
- b. Use of CISKD Technology, except as otherwise provided by law or CISKD policy (e.g. in relation to the CISKD's use of student and employee information and records) is neither private nor confidential and may be monitored without notice.

7. *Safety*

The use of CISKD Technology in relation to a school activity or related activity must not result in a threat, real or potential, to the safety and welfare of students and/or employees or any other member of the school community.

- a. Upon entering the central office or one of the schools of CISKD, all users shall read and accept the conditions for appropriate and safe use of technology as outlined in this policy. All users will be required to renew their acceptance of the conditions on an annual basis.
- b. Information regarding the safe and appropriate use of CISKD Technology shall be provided to students and employees by the school principal or his/her designate at the beginning of each school year.

8. *Integrity and Plagiarism*

- a. CISKD Technology must be utilized in a manner that upholds the integrity of CISKD, educational programs, and the school environment.
- b. Users must not copy or plagiarize any information obtained through CISKD Technology, or any other means, and claim it as their own. Plagiarism is a serious offense. Students who engage in plagiarism will be subject to this policy, the local school's code of conduct and school.
- c. Users must comply with all CISKD and local school licensing agreements, CISKD policies, local school policies and all Canadian laws.

9. *Violations of Policy*

- a. Violations of this policy may result in privileges relating to CISKD Technology being suspended or revoked and may result in disciplinary action.

Violations of this policy may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.



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